

**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF NORTH CAROLINA**

POSITION TITLE: Chief Deputy (Type II)

LOCATION: Charlotte, North Carolina

CLOSING DATE: April 30, 2005, or until filled.

STARTING SALARY RANGE: JSP 14/1 – 16/10* (\$85,123 – 146,800)

* Starting salary commensurate with qualifications and experience.

The Clerk's Office of the United States Bankruptcy Court for the Western District of North Carolina, a progressive organization, is seeking an experienced, goal-oriented individual for the position of Chief Deputy Clerk.

OVERVIEW: Located in Charlotte, North Carolina, the court serves the citizens of the Western District with staffed offices in Charlotte and Asheville. The Chief Deputy's official duty station is Charlotte. The Clerk's Office consists of 29 employees who support two active judges and one recalled judge and their staff. The court handles average annual case filings of 10,000. The court has been on the electronic case filing system (CM/ECF) since March 2001.

DUTIES: The Chief Deputy is a senior-level management position reporting directly to the Clerk of Court, and in the absence of the Clerk, assumes the functions and responsibilities of the Clerk. The Chief Deputy shares the responsibility for the supervision and management of daily operations, including case processing, financial operations, budget, statistical reporting, human resources, records maintenance, security, property management, procurement, and automation. Working closely within the management team and all staff, the Chief Deputy assists in the development, implementation, and refining of office policies, procedures, and programs to enhance the productivity of the total organization. The Chief Deputy also supports the Clerk and management team in analyzing and revising organizational structure, establishing long-range schedules, priorities and deadlines for completion of work assignments and special projects. Since the Chief Deputy has significant interaction in a progressive information technology environment, it is imperative that they have an understanding of electronic case docketing systems and databases.

RESPONSIBILITIES include but are not limited to:

- Consults with, and makes recommendations to, the Clerk of Court and work groups regarding court policies, procedures, and staffing decisions, as well as operational issues affecting the court.
- Assigns, coordinates, and establishes performance expectations, training, and evaluation process; functions as a coach to a variety of work groups.
- Assists with the implementation and transition to a variety of automated systems for case management and finance.
- Installs and monitors procedures for assuring adherence to internal controls.
- Develops, maintains, and documents procedures for finance and case processing.
- Advises attorneys on procedural matters related to filings.
- Assures compliance with appropriate policies and procedures as well as operations within budgetary constraints.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Minimum of six (6) years of experience in a responsible administrative, professional or technical position in which they have gained thorough knowledge of the concepts, principles and theories of human resource and organizational management. At least three (3) years of the six years experience must have been in a position of substantial management responsibility, preferably in public or judicial administration.
- Bachelor's degree in public or business administration or related field from an accredited college or university.

DESIRABLE QUALIFICATIONS:

- Strong interest and demonstrated experience in implementation and management of new technology and automated functions.
- Exceptional leadership skills and proven problem solver; provides innovative solutions to workplace problems and employee relations issues.
- In-depth working knowledge of processes of the court system.
- Excellent project management skills.
- Working knowledge of FAS4T, and CM/ECF.
- Excellent written and verbal skills.
- Expertise in dealing with others in person-to-person work relationships.
- Possess a professional demeanor, mature judgment and positive outlook at all times.

BENEFITS: Employees of the United States Bankruptcy Court are entitled to benefits which include the federal retirement system, health and life insurance programs, paid holidays, leave accrual, and periodic salary increases.

TO APPLY: Qualified persons are invited to submit a resume, a narrative explaining their management philosophy and a detailed example of a significant achievement in their career. Place in an enveloped marked **"CONFIDENTIAL"** to:

United States Bankruptcy Court
Western District of North Carolina
Post Office Box 34189
Charlotte, North Carolina 28234-4189
Attention: Administrative Manager

INFORMATION FOR APPLICANTS: Only the most qualified candidates will be invited to participate in a personal interview. The court is not authorized to reimburse candidates for travel. The final candidate will be subject to a background investigation. Due to the volume of applications received, only those interviewed will receive notification when the vacancy is filled.

Direct deposit of federal wages for court employees is mandatory.

U.S. Bankruptcy Court employees are not covered under civil service appointment restrictions. Our court is an Equal Opportunity Employer.